

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
WASHINGTON 25, D.C.

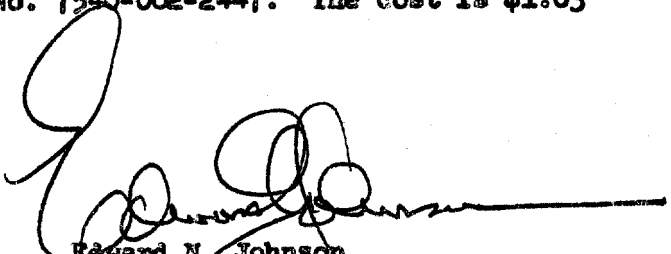
April 9, 1963

MEMORANDUM

TO: ALL AGENCY RECORDS MANAGEMENT OFFICERS

Here are samples of Optional Form 27, United States Government 2-Way Memo. The principles involved and practical purposes served by the 2-Way Memo are outlined in Attachment A, Exhibit 7 of GSA General Regulation No. 27, Supplement No. 2, also enclosed.

Additional copies of the 2-Way Memo are available from the GSA Stores Depot, Region 3, Federal Stock No. 7540-082-2447. The cost is \$1.03 per hundred.



Edward N. Johnson
Chief, Program Promotion Branch
Office of Records Management

Attachments

*We're using
Speed Letter Form 1831*